

# INSTRUCTIONS FOR COMPLETING THE APPLICATION FOR RENEWAL OF LICENSURE IN ALABAMA

You have two ways in which to complete your licensure renewal. **The use of the electronic renewals is highly encouraged.** Electronic renewals will be processed on a daily basis. Paper renewals will take longer to process due to mailing time and the time it takes the board office to manually enter the renewal information. Please do not do both, as it could cause duplication.

**1. ELECTRONIC RENEWALS:** To use a credit card go to our web site, **[www.bels.alabama.gov](http://www.bels.alabama.gov)**, and click on the on-line renewal link. Follow the instructions on the screen. The processing company charges a minimal fee for the use of credit cards. The maximum fee that can be charged is \$4. You will be charged the convenience fee at the time you submit your renewal.

**2. PAPER RENEWALS:** Complete the paper renewal form using the steps that start on page 2. If using the paper renewal, you will need to pay your renewal fee by check or money order.

Continuing professional competency is required for renewal of licensure. Code of Alabama, Section 34-11-8 and Rule 330-X-13.02, Administrative Code, requires that each Professional Engineer and/or Land Surveyor licensed in the State of Alabama must meet the annual continuing professional competency requirements to renew individual licensure. A recap of the general requirements is found on page 3. The annual requirements are as follows:

Class	PDH Required	Type of Activity
PE	15 PDH	Engineering related
PLS	15 PDH	Land Surveying related

All active licensed professional land surveyors must complete a six-hour Alabama Standards of Practice for Surveying course once every 4 years.

A license not renewed lapses on December 31, 2005. You can not practice or offer to practice engineering and/or surveying unless your license is current.

**Who may claim an exemption from the continuing professional competency requirement?** An exemption from the continuing professional competency requirement **does not exempt** one from the renewal fee.

(1) Those who qualify for a \* Retired Status or \*\*Inactive Status, as defined below.

\* Retired Status - totally retired and no longer employed in any business in Alabama (**You can not volunteer your engineering/surveying services if you are in retired status**);

\*\* Inactive Status - totally separated from the profession of engineering and/or land surveying in Alabama and the PE or PLS meets the following conditions in Alabama:

- the words engineer, engineering, land surveyor or land surveying do not appear in the licensee's work title; and
- the licensee is not employed with a company or organization that performs or offers to perform engineering or land surveying services or a company or organization that uses engineering or land surveying in the company or organizational title; and
- the licensee, as an individual, is not performing or offering to perform engineering or land surveying services or making engineering or land surveying decisions.

(2) Those newly licensed after October 1, 2004.

(3) Those in foreign employment for more than 120 consecutive days or a noncareer military licensee serving on active duty for more than 120 consecutive days may be exempted upon Board approval. We require supporting documentation.

(4) Those who have experienced during the past year a serious illness or injury of a nature and duration which has prohibited completing continuing professional competency requirements this past year may be exempted for one year only. This exemption is to give them sufficient time to recuperate and begin to earn the necessary professional development hours for next year. Supporting documentation, such as a letter from your physician must be furnished to the Board.

**If you do not wish to renew:** Check the Box above Part I, initial, and return the form in the enclosed envelope.

# *Paper Renewal Form Procedures*

## **MANDATORY**

### **Step 1 -- Complete Part I**

Review the renewal form carefully to be sure that your name, address and company name are correct. If you have a new address or new employment, please advise in the appropriate box.

### **Step 2 -- Complete Part I**

#### **Affirmation of Eligibility for Licensure Renewal**

You **must** complete this section. Procedures are the same for in-state and out-of-state licensees. **The Board will no longer be tracking your carryover hours. It will be your responsibility to track your continuing education hours.**

#### **Non-Exempt from Continuing Education:**

a. Professional Engineer: Check Box 1. You must have completed 15 hours of professional development for the year. The PDH's either have been carried over from last year or have already been taken in 2005. Go to **Step 3**.

b. Professional Land Surveyor: Check Box 1. Note the year in which you must take an "Alabama Standards of Practice" (SOP) course. If that date is 2005, you will have to show completion of a six-hour Alabama SOP course for your renewal form to be processed. All new licensees must complete and report an AL SOP course within 24 months of becoming a licensed surveyor. Credit will be given for courses taken within 24 months of obtaining licensure. Credit for those courses/seminars will count towards the annual PDH requirements. If you have taken an SOP since your last renewal, list the information regarding the course. Go to **Step 3**.

**Exempt from Continuing Education:** Check Box 2 and the box next to the reason why you are exempt from the continuing education requirement. Go to **Step 3**.

a. Retired Status: You can not be employed in any manner and can not offer or perform any type engineering/surveying services. If you are in retired status, you can not volunteer engineering/surveying services.

b. Inactive Status: You are totally separated from the profession of engineering and/or land surveying in Alabama and meet the conditions listed on page 1.

c. Newly Licensed. Your initial licensure date is after October 1, 2004.

d. Resided outside of the U.S. 120 days consecutively: Provide a letter of explanation.

d. Non-career military serving on active duty: Provide a copy of activation orders.

e. Medical: Provide a letter of explanation.

### **Step 3 -- Complete Part II**

#### **Annual Update**

You must answer the 3 questions concerning disciplinary and legal actions taken against you **since your last renewal**. Go to **Step 4**.

### **Step 4 -- Complete Part III**

#### **Certification and Payment**

Ensure Parts I and II of the renewal form are completed. Sign and date the form. Provide a daytime telephone number and email address (if applicable). Only forms with **original** signatures will be accepted. By signing the form you are certifying that you agree to abide by the Code of Ethics. The Five Canons of the Code of Ethics can be found on the last page of these instructions.

Include the appropriate renewal fee. See the renewal form for the fees due. Check or money order should be made payable to "PE & LS Fund."

**NOTE.** Your license lapses on December 31, 2005 if not renewed. If you practice or offer to practice in Alabama after this date, unless renewed, you will be violating the Licensure Law and are subject to disciplinary action.

# OPTIONAL

## Detailed Listing of Required Educational Activities

The listing of educational activities is not mandatory. The worksheet log is provided so that you can use it to keep track of your continuing education courses. We suggest you keep a copy of the log. In the event you are selected for an audit, the log will assist you in providing the necessary records to the board office.

A PE or PLS may carry up to 15 PDH's forward to the next year.

A licensee who has both a PE and PLS license can cross claim PDH's when course material is applicable to both licenses.

**We require no documentation at this time.** The Board will audit a selected percentage of all renewals to ensure compliance with professional development requirements. If your name is selected for an audit, you will be contacted to provide the necessary documentation.

You should maintain all records of attendance and completion of PDH credits for four years for audit purposes.

If we accept your renewal application and renewal fee and the Board later notifies you that PDH credit claimed is disallowed, you will have 180 days after notification to provide further information for substantiation or to obtain the necessary PDH's to meet the requirement.

**General Requirements** - All activities for which PDH credits are claimed must be relevant to the practice of engineering or land surveying and may include technical, ethical, or managerial content. These activities should advance the professional or technical competence of the licensee.

Qualifying educational activities may be sponsored or presented by college or universities, by employers, by government agencies, by nationally affiliated engineering or land surveying technical or professional societies, or by other organizations. **The Board does not preapprove courses for PDH credit.** It is your responsibility to assure that the activities in which you participate meet the requirements.

Correspondence, video, audio, or on-line courses must require the participant to show evidence of achievement and completion and/or a final graded test.

Educational activities to meet Alabama's continuing professional competency requirement can be earned in any jurisdiction or territory.

### Typical activities that will qualify are:

Completing or attending qualifying courses, seminars, instruction, in-house programs, or training

Attending technical or professional society meetings when an engineering/land surveying topic is presented as a principal part of the program

Teaching a course for the first time or if substantial time has been spent in updating material if previously taught

Attending satellite video courses where attendance is verified and program material meets the requirements

Language courses or software instructional courses that relate to the improvements of one's business or profession

### Typical activities that will not qualify are:

Regular employment

Real estate licensing courses

Personal, estate or financial planning

Self study or personal self improvement courses

Service club meetings or activities

Equipment demonstrations or trade shows

Topics not relevant to engineering or land surveying

Enrollment without attendance at courses, seminars, etc.

Membership on Boards or Committees

Credit for courses taken prior to licensure

Repetitive teaching of the same course without updating the course material

Attending committee and business meetings of any organization

Conversational language courses for personal use

Engineering related activities will not qualify as meeting the requirements for land surveying and land surveying related activities will not qualify as meeting the requirements for engineering.

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## **Five Canons of the Rules of Professional Conduct**

The Rules of Professional Conduct are found in Rule 330-X-14, Administrative Code and on our web page - [www.bels.alabama.gov](http://www.bels.alabama.gov). *We ask that you certify to these canons under Part III of the renewal application form.*

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| Canon I   | The Engineer and/or Land Surveyor shall exercise independent judgments, decisions and practices on behalf of clients and employers.  |
| Canon II  | The Engineer and/or Land Surveyor shall act competently and use proper care in performing engineering and/or land surveying services for clients or employers and shall act only in fields in which qualified by education and experience. |
| Canon III | The Engineer and/or Land Surveyor shall safeguard and preserve the confidences and private information of clients and employers.   |
| Canon IV  | The Engineer and/or Land Surveyor shall endeavor to build a practice and professional reputation on the merit of services.   |
| Canon V   | The Engineer and/or Land Surveyor shall contribute to the maintenance, integrity, independence and competency of the engineering and/or land surveying profession.   |

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